Lesson: Lesson 3: Working with Text

Multiple Choice

1. You can find tools that format characters on the \_\_\_\_\_\_\_\_\_\_.

a) Home tab

b) Insert tab

c) Mini toolbar

d) both a and c

Ans: d

Difficulty: Easy

Section Ref: Formatting Characters

2. You can find the Small Caps font effect in the \_\_\_\_\_\_\_\_\_\_.

a) Font group

b) Font dialog box

c) Paragraph group

d) Text Effects drop-down list

Ans: b

Difficulty: Medium

Section Ref: Formatting Characters

3. To select a font color that is not a theme color, click \_\_\_\_\_\_\_\_\_\_ on the Font Color button's palette.

a) Non-Theme Colors

b) Additional Colors

c) Standard Colors

d) Design Colors

Ans: c

Difficulty: Medium

Section Ref: Formatting Characters

4. To change the distance between letters for a special effect, use the \_\_\_\_\_\_\_\_\_\_ feature.

a) Character Spacing

b) Font Spacing

c) Line Spacing

d) Title Spacing

Ans: a

Difficulty: Easy

Section Ref: Formatting Characters

5. By default, PowerPoint slides have one font for \_\_\_\_\_\_\_\_\_\_ and one for body text.

a) tables

b) headings

c) footers

d) text boxes

Ans: b

Difficulty: Medium

Section Ref: Formatting Characters

6. What does Format Painter do?

a) copies formatting

b) changes font color

c) applies boldface

d) changes text size

Ans: a

Difficulty: Medium

Section Ref: Formatting Characters

7. If you start a new paragraph after a centered paragraph, the new paragraph is \_\_\_\_\_\_\_\_\_\_.

a) centered

b) aligned to the right

c) aligned to the left

d) aligned at both sides

Ans: a

Difficulty: Medium

Section Ref: Formatting Paragraphs

8. Which of the following is *not* a way you can modify a bulleted list?

a) change the bullet color

b) change the bullet symbol

c) change the bullet size

d) change the starting number

Ans: d

Difficulty: Medium

Section Ref: Working with Lists

9. In the Bullets and Numbering dialog box, the size of bullets and numbers is set in \_\_\_\_\_\_\_\_\_\_.

a) points

b) pixels

c) percentage of text size

d) fractions of an inch

Ans: c

Difficulty: Hard

Section Ref: Working with Lists

10. What tab becomes active when you click a WordArt graphic?

a) WordArt Tools

b) Drawing Tools Design

c) Drawing Tools Format

d) WordArt Format

Ans: c

Difficulty: Hard

Section Ref: Inserting and Formatting WordArt

11. A repeating graphic that resembles a material such as marble, straw, or paper is called a

a) Texture

b) Weight

c) Picture

d) Gradient

Ans: a

Difficulty: Medium

Section Ref: Inserting and Formatting WordArt

12. When you change the outline color of WordArt, what are you changing?

a) Border around each letter

b) Background color behind the WordArt

c) Paragraph fill

d) 3D effect fill

Ans: a

Difficulty: Medium

Section Ref: Inserting and Formatting WordArt

13. Which of these is an example of a text effect you can apply to WordArt via the Text Effects menu?

a) Double Underline

b) Strikethrough

c) Reflection

d) Highlight Color

Ans: c

Difficulty: Hard

Section Ref: Inserting and Formatting WordArt

14. From which tab can you apply WordArt Styles?

a) View

b) Drawing Tools Format

c) Home

d) WordArt Format

Ans: b

Difficulty: Medium

Section Ref: Inserting and Formatting WordArt

15. To insert a new text box, click the Text Box button on the \_\_\_\_\_\_\_ tab.

a) Home

b) Format

c) Insert

d) Graphic

Ans: c

Difficulty: Easy

Section Ref: Creating and Formatting Text Boxes

16. To change fonts and font sizes, use the controls in the Font group on the \_\_\_\_\_\_ tab.

a) File

b) Home

c) Insert

d) Design

Ans: b

Section Ref: Formatting Characters

Difficulty: Easy

17. Which of these is an example of a text (font) effect?

a) Point size

b) Strikethrough

c) Typeface

d) Underlining

Ans: b

Section Ref: Formatting Characters

Difficulty: Medium

18. To copy formatting, use:

a) The Copy command

b) Ctrl+X

c) Format Painter

d) The Paste Special command

Ans: c

Section Ref: Formatting Characters

Difficulty: Medium

19. To choose a different bullet character than the default,

a) Click the down arrow to the right of the Bullets button on the Home tab.

b) Double-click the Bullets button on the Home tab.

c) Click the File tab and click Paragraph.

d) Click the Design tab and click Bullet.

Ans: a

Section Ref: Working with Lists

Difficulty: Medium

20. Which of these is *not* a valid horizontal alignment setting for a paragraph?

a) Standard

b) Align Text Right

c) Center

d) Justify

Ans: d

Section Ref: Formatting Paragraphs

Difficulty: Medium

21. To adjust the line spacing within a paragraph, use one of the presets on the Line Spacing button's menu, on the \_\_\_\_\_\_\_ tab.

a) Home

b) Insert

c) Design

d) Paragraph

Ans: a

Section Ref: Formatting Paragraphs

Difficulty: Easy

22. \_\_\_\_\_\_\_\_\_\_\_\_ refers to the amount of blank space to the left or right of a paragraph in relation to the margin.

a) Line spacing

b) Kerning

c) Italics

d) Indentation

Ans: d

Section Ref: Formatting Paragraphs

Difficulty: Medium

23. How do you resize a text box?

a) Drag its border, but not on a selection handle

b) Drag a selection handle

c) Drag its center

d) None of the above

Ans: b

Section Ref: Creating and Formatting Text Boxes

Difficulty: Easy

24. A \_\_\_\_\_\_\_\_\_ fill is a gradual transition from one color to another.

a) Texture

b) Pattern

c) Gradient

d) Picture

Ans: c

Section Ref: Creating and Formatting Text Boxes

Difficulty: Easy

25. To make text run from top to bottom in a long thin text box, change the

a) Horizontal alignment

b) Vertical alignment

c) Kerning

d) Text direction

Ans: d

Section Ref: Creating and Formatting Text Boxes

Difficulty: Easy

26. How are words marked that are not in PowerPoint's dictionary?

a) Green underline

b) Red underline

c) Blue underline

d) Yellow underline

Ans: b

Difficulty: Easy

Section Ref: Use Proofing Tools

True/False

27. The Format Painter can copy both character and paragraph formats.

Ans: True

Difficulty: Medium

Section Ref: Formatting Characters

28. To apply a paragraph format, you must first select the entire paragraph.

Ans: False

Difficulty: Medium

Section Ref: Formatting Paragraphs

29. All numbered lists must start with the number 1.

Ans: False

Difficulty: Medium

Section Ref: Working with Lists

30. Once you have typed text to create a WordArt graphic, you cannot change the text in the graphic.

Ans: False

Difficulty: Medium

Section Ref: Inserting and Formatting WordArt

31. When you drag an object’s rotation handle, you can rotate it to any angle.

Ans: True

Difficulty: Easy

Section Ref: Creating and Formatting Text Boxes

32. The default fonts in a presentation depend on what theme is applied.

Ans: True

Section Ref: Formatting Characters

Difficulty: Easy

33. The AutoFit Text to Placeholder increases a text box's size if it is too small to hold the text you put into it.

Ans: False

Section Ref: Formatting Characters

Difficulty: Easy

34. You can insert WordArt by clicking the WordArt content placeholder on a slide.

Ans: False

Section Ref: Inserting and Formatting WordArt

Difficulty: Medium

35. Text boxes are always rectangular.

Ans: False

Section Ref: Creating and Formatting Text Boxes

Difficulty: Easy

36. Each text box has its own separately editable margin settings.

Ans: True

Section Ref: Creating and Formatting Text Boxes

Difficulty: Easy

37. To set text in multiple columns within a single text box, on the \_\_\_\_\_\_\_ tab, click the Columns button.

Ans: Home

Section Ref: Creating and Formatting Text Boxes

Difficulty: Easy

Fill-in-the-blank

38. To see a list of typefaces, click the \_\_\_\_\_\_\_\_\_\_ drop-down arrow.

Ans: Font

Difficulty: Easy

Section Ref: Formatting Characters

39. The term \_\_\_\_\_\_\_\_\_\_ refers to the appearance of text or objects on a slide.

Ans: formatting

Difficulty: Medium

Section Ref: Formatting Characters

40. \_\_\_\_\_\_\_\_\_\_ alignment distributes the paragraph text evenly across the width of an object.

Ans: Justify (or Justified)

Difficulty: Medium

Section Ref: Formatting Paragraphs

41. The \_\_\_\_\_\_\_\_\_\_ option lets you add space above each paragraph without changing the paragraph spacing.

Ans: Before

Difficulty: Hard

Section Ref: Formatting Paragraphs

42. You can turn a series of paragraphs into a bulleted list by clicking the \_\_\_\_\_\_\_\_\_\_ button in the Paragraph group.

Ans: Bullets

Difficulty: Easy

Section Ref: Working with Lists

43. You can find the Numbering button in the \_\_\_\_\_\_\_\_\_\_ group.

Ans: Paragraph

Difficulty: Easy

Section Ref: Working with Lists

44. Each PowerPoint \_\_\_\_\_\_\_\_\_ supplies bullet characters for up to nine levels of bullets.

Ans: theme

Difficulty: Easy

Section Ref: Working with Lists

45. The color you see inside WordArt characters is called the \_\_\_\_\_\_\_\_\_\_.

Ans: fill

Difficulty: Medium

Section Ref: Inserting and Formatting WordArt

46. You can find the Text Box button on the \_\_\_\_\_\_\_\_\_\_ tab.

Ans: Insert

Difficulty: Medium

Section Ref: Creating and Formatting Text Boxes

47. A text box has \_\_\_\_\_\_\_\_\_\_ resizing handles.

Ans: eight

Difficulty: Medium

Section Ref: Creating and Formatting Text Boxes

48. A \_\_\_\_\_\_\_\_\_\_\_ indent, also called a reverse indent, has a first line with a lesser indent than the other lines.

Ans: Hanging

Section Ref: Formatting Paragraphs

Difficulty: Hard

49. \_\_\_\_\_\_\_\_\_\_\_\_\_ are graphics that repeat to fill an object with a surface that resembles a familiar material, such as straw, marble, paper, or wood.

Ans: Textures

Section Ref: Inserting and Formatting WordArt

Difficulty: Medium

50. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a free-floating box in which you can type text.

Ans: Text box

Section Ref: Creating and Formatting Text Boxes

Difficulty: Medium

Short Answer

51. What is the keyboard shortcut to apply italics?

Ans: Ctrl + I

Difficulty: Medium

Section Ref: Formatting Characters

52. What do you call boldface, italics, and underline?

Ans: font styles

Difficulty: Medium

Section Ref: Formatting Characters

53. What do you adjust to allow more or less vertical space between lines of a paragraph?

Ans: line spacing

Difficulty: Easy

Section Ref: Formatting Paragraphs

54. What do you click to display all available styles in the WordArt gallery?

Ans: More button

Difficulty: Medium

Section Ref: Inserting and Formatting WordArt

55. When you position the pointer on a resizing handle, what does the mouse pointer look like?

Ans: double-headed arrow

Difficulty: Medium

Section Ref: Creating and Formatting Text Boxes

56. What feature provides a number of formatting options that would take more time to apply separately?

Ans: Quick Styles

Difficulty: Medium

Section Ref: Creating and Formatting Text Boxes

57. You can give a text box a picture or texture background using which palette?

Ans: Shape Fill

Difficulty: Hard

Section Ref: Creating and Formatting Text Boxes

58. What palette do you use to apply a dashed border to a text box?

Ans: Shape Outline

Difficulty: Hard

Section Ref: Creating and Formatting Text Boxes

59. What button do you use to select an option that will stack text so it can be read from top to bottom?

Ans: Text Direction

Difficulty: Medium

Section Ref: Creating and Formatting Text Boxes

60. What do you drag to make a text box revolve on its center point?

Ans: rotation handle (or green circle)

Difficulty: Medium

Section Ref: Creating and Formatting Text Boxes

Essay

61. Describe how you can copy the character formatting formats from one slide's title to another slide's title.

Ans: Open the slide title placeholder and select the title text. Click the Format Painter once. Display the slide to which you want to copy the formats and drag the Format Painter pointer over the slide title text.

Difficulty: Medium

Section Ref: Formatting Characters

62. Why would you use the Font dialog box to change character formats?

Ans: Use the Font dialog box if you want to make several changes to text, such as choosing a new font, setting a different size, and adjusting font color. Closing the Font dialog box applies all these changes at the same time. There are also some formatting types that can be applied only from the Font dialog box.

Difficulty: Medium

Section Ref: Formatting Characters

63. What two places can you find tools to adjust horizontal paragraph alignment?

Ans: The Paragraph group on the Home tab and the Mini toolbar.

Difficulty: Medium

Section Ref: Formatting Paragraphs

64. What steps would you take to insert three blank lines between bullet items on a slide without using the Enter key to manually insert paragraph breaks?

Ans: Click in the bullet item. Click the Line Spacing drop-down arrow in the Paragraph group, then click 3.0.

Difficulty: Medium

Section Ref: Formatting Paragraphs

65. When would you choose to number items in a list rather than use bullets?

Ans: When the items are required to be in a specific order.

Difficulty: Easy

Section Ref: Working with Lists

66. You have formatted a new list with the number 1. What happens when you press Enter?

Ans: The next item is numbered 2.

Difficulty: Easy

Section Ref: Working with Lists

67. You do not like the bullet character used for second-level bullets on a slide. How can you change it?

Ans: Click in the second-level bullet item, click the Bullets button’s drop-down arrow, and select a new bullet symbol from the palette. Or, click Bullets and Numbering on the palette, click Customize, and choose a new symbol.

Difficulty: Medium

Section Ref: Working with Lists

68. How do you add a glow to a WordArt graphic?

Ans: Click the graphic to select it. Click the Drawing Tools Format tab, if necessary, to activate it. Click the Text Effects button, point to Glow, and then select one of the glow effects.

Difficulty: Medium

Section Ref: Inserting and Formatting WordArt

69. What two options do you have when creating a text box?

Ans: You can click a slide with the text box pointer to create a text box in which text will not wrap. Or, you can use the text box pointer to draw a desired width in which text will wrap as you insert it.

Difficulty: Hard

Section Ref: Creating and Formatting Text Boxes

70. How do you create columns for text box text?

Ans: Select the text box and then click the Columns button. Select the number of columns to display. Or, right-click the text box, click Format Text Effects, click the Columns button in the Format Text Effects dialog box, and select a number of columns and spacing option. You usually then have to adjust the width and height of the text box to display text attractively.

Difficulty: Medium

Section Ref: Creating and Formatting Text Boxes